

POLICE LIEUTENANT

FLSA Code: E

Job Code: 6130

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs difficult professional and intermediate administrative work performing investigative, enforcement, and preventive law enforcement activities; does related work as required. Work is performed under the general supervision of a Police Captain. Supervision is exercised over subordinate protective service, technical and/or clerical personnel. Designated as Essential Personnel.

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects, and some medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires reaching, standing, walking, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for depth perception, color perception, night vision, peripheral vision, preparing and analyzing written or computer data, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, hazards, and atmospheric conditions. The worker may be exposed to blood borne pathogens and may be required to wear specialized personal protective equipment.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Performs investigative, enforcement, and preventive law enforcement activities; investigates and coordinates the investigation of citizen complaints, accidents, crime reports, and crime scenes; preparing and presenting reports; developing and managing training programs; conducting internal affairs investigations; managing and supervising special programs and units; maintaining files and records.

Performs investigative, enforcement, and preventive law enforcement activities; investigates and coordinates the investigation of citizen complaints, accidents, crime reports, and crime scenes;

Uses a variety of methods to obtain information or evidence, including interviewing, interrogating, surveillance, computer search, or others;

Participates in investigations including narcotics/drug, vice, white collar, or other criminal activities;

Searches for, gathers, processes, analyzes information and/or evidence from a variety of sources such as citizens, witnesses, suspects, criminal records, crime scene, or others;

Assists with the overall administration of the Police Department;

Reviews and coordinates activities of various shifts;

Undertakes special assignments as directed by the Police Chief or Police Captain;

Conducts research; prepares analytical and statistical reports;

Oversees the proper maintenance of departmental records, evidence and property;

Conducts internal affairs investigations; develops and implements duty assignments;

Evaluates work of subordinates; reviews and updates department operating policies and procedures;

Manages in-service training; provides in-service training to officers; develops and recommends training programs;

Makes arrests and testifies in court and assists other officers in preparing court testimony;

Acts as Police Captain when assigned; helps prepare and administer department budget;

Performs related tasks as required.

REQUIREMENTS/EDUCATION/EXPERIENCE:

A minimum of four years experience as a Police Sergeant of this department to include one year probationary period and two non-probationary years serving as a uniform Police Corporal; possession of an appropriate driver's license valid in the Commonwealth of Virginia; must meet and maintain minimum qualifications for the position as established by the city and the Commonwealth of Virginia. Experience requirements by rank of sworn Virginia certified law enforcement officers hired from other departments may be taken into consideration for the department's promotional process at the discretion of the Chief of Police.

This is a class description and not an individualized job specification. The class description defines the general character and scope of duties, responsibilities, and requirements of all positions in one job classification, but is not all-inclusive. Duties, responsibilities and requirements may be added, deleted or changed at any time at the discretion of management.

Revised: April 17, 2007